



Office Administrator/Staff Accountant Position

The Opportunity

JEMM Properties, a group of property development partnerships, is seeking a highly qualified Office Administrator/Staff Accountant to support the operations and finance teams. Under the guidance of the Controller, the Office Administrator/Staff Accountant reports to the Head of Finance. This position is responsible for all administrative and clerical support, responding to requests from the finance and operational team and the timely and accurate maintenance of multiple general ledgers and related accounting records.

This position performs within tight deadlines and is accountable for a multitude of activities including timely maintenance of all files, organizing documents, ordering supplies, managing external IT support and internal IT records, accounts payable, accounts receivable, general ledger entry and reconciliations and all payroll functions including management of the employee benefit program.

The Qualifications

A natural passion for math, processes and results and an eagerness to grow.

A demonstrated development capability in relation to senior leadership, internal clients and external providers.

Proven track record for sound performance and adaptability in a dynamic, changing business environment.

Post-secondary certificate or degree in accounting and/or administration supported by high school graduation.

3 to 5 years of administrative and accounting experience.

Knowledge of and experience with accounting systems (Quickbooks or equivalent) and Microsoft Suite and an aptitude for learning new systems

This is a part-time, permanent position requiring approximately 90 hours monthly. Remuneration can be structured on a contract or employee basis. Attendance at the organization's head office, located in the Calgary Beltline, is mandatory.

Please submit your resume to: hello@jemm.ca